

**[EVENT NAME & HOST ORGANIZATION HERE]**

**Sustainable Procurement Policy [or revised name of document]**

[Event City, Event State]

Organizers of the [year, event name, event location] recognize that every choice we make comes with the opportunity to be good stewards of the planet and to positively or negatively impact many people. We are committed to setting a notable example at the [event name] in the areas of [name primary event/organizational values—e.g. intentional resource conservation, social inclusion and supporting the local economy].

Making decisions based on their social, ecological and economic merits will impact many aspects of the event. Some of these impacts include, but are not limited to: [list some of the cornerstones of your responsible event here—e.g. selecting sites for their accessibility, choosing transportation options that utilize alternative fuels, removing barriers to participation, working with providers to maximize the use of local, seasonal and organic foods, planning for low levels of waste production and a high rate of waste diversion, contracting with locally-owned businesses whenever possible, etc.]

The following is a comprehensive procurement policy that provides requirements and guidance on what materials will and will not contribute to our goal of minimizing the waste, resource consumption, and climate impacts of [event name]. We ask that all parties involved with [event name] review this policy and consider adding their pledge of support to helping us achieve our goal of hosting a truly responsible event.

For questions and specific item guidance/approval, please call:

[Contact person and information]

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- **Vendor Guidelines for Acceptable Materials**

To vendors, sponsors, expo booth operators, and other providers of goods or services;

As a participant in this event, you are the key to success of our waste minimization effort! In order to minimize the amount of refuse sent to the landfill, all items given away or sold shall be reusable, recyclable or compostable. We also ask that you do not bring or give out items packaged in polystyrene. We will provide recycling and compost bins for any 'back of house' waste you generate as you operate, and it is imperative that employees/volunteers/booth workers sort materials into the appropriate bin throughout the time of the conference. We thank you in advance for respecting our value of minimizing our waste generation and for helping to make the takeaways from [event name] positive ones.

[Event Name] Zero Waste Participation Agreement

As a participant in the [Event name, date], I agree to distribute only locally recyclable, compostable or reusable items and will seek to minimize Styrofoam packaging with regards to all materials I bring to conference facilities. I will purchase appropriate Zero Waste materials for the event and provide any supplied information to my staff/volunteers to help them sort waste appropriately throughout the course of the event.

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

**Acceptable Materials [work with your waste hauling provider to adjust appropriately]**

**Recycling**

Accepted in Single Stream Recycling Program:

- Plastic—jugs, tubs or bottles
- Clean, flat and unwaxed cardboard
- Paper, newspaper, magazines, junk mail, computer paper, paperback books, phone books
- Beverage, soup, food cans--NO detached lids
- Clean aluminum foil crumpled into a ball no smaller than your fist

- Tetra-Pak™ containers (e.g. the kind that soy milk & rice milk are packaged in)
- milk and juice cartons

Not Accepted in Recycling Program:

- lids
- plastic packaging
- Polystyrene (Styrofoam)
- aerosol cans
- paint or other chemical cans

**Compost/Organics**

Accepted in Compost Program:

- food of any kind;
- meat & bones
- dairy products
- baked goods
- kitchen and plate scrapings
- paper plates
- paper towels
- napkins
- placemats (paper)
- pizza boxes
- waxed cardboard boxes
- wood produce crates (no wire or nails)
- coffee grounds and filters
- yard debris
- plant trimmings
- floral waste

Not accepted in Compost Program:

- brown & yellow grease
- cooking oil
- liquids
- paper coated with plastic or foil
- offal and byproducts from animal processing
- non-biodegradables (plastic, aluminum, glass, etc.)

➤ **Printing Guidelines**

As a part of [event name] commitment to be as sustainable as possible, event organizers have prepared this printing policy to cover procurement and printing behavior. The policy pertains to any ongoing consumables or durable goods used throughout the course of the event including pre and post event activities (i.e. office supplies such as copiers, copy paper, toner cartridges, ink, etc.)

**We strongly suggest the employment of the following tactics in all printing-related activities:**

- Print all event related documents 2-sided
- favor 100% recycled paper with at least 30% post consumer reclaimed content
- Favor water or plant-based inks
- Favor low-VOC and heavy metal free inks

- Contract with Forest Stewardship Council (FSC) certified printers wherever possible

### ➤ Giveaways Guidance

The [event name] is striving to minimize waste and wastefulness. This goal touches all aspects of event preparation and planning. We thank all our partners in advance for their contribution to making this goal a reality. This guidance is offered as a source reference for all giveaways of any type to event visitors. It will help ensure that gifts are of enduring value to their recipients. We encourage giving thought to the resources used to procure any acts of giving and would suggest that they should also be relevant to the topic matter of the event and the region in which it takes place.

Therefore, [event name] expects that all gifts, promotional giveaways, raffle items or anything else offered freely at the event have at least one and ideally more than one of the following attributes that align with long-term environmental and economic responsibility and have value to the recipient:

#### **Sustainable Giveaways:**

- locally made (within 100 miles)
- hand crafted
- edible
- minimal or free of packaging
- made from recycled or repurposed materials
- use FSC certified wood
- employ a local artisan in their manufacture, assembly or production
- made from local materials
- made with biodegradable or renewable materials
- BPA free
- Phthalate free
- serve as a tool or resource to assist in conservation and/or waste prevention efforts

#### **Sustainable Fibers (wearables):**

- recycled polyester
- certified organic cotton, bamboo, hemp, soy, tencel, or coconut fibers
- Better Cotton Initiative participating item
- Fair Trade certified cotton
- Reclaimed or 'Upcycled' materials